Task Order 101 - ERM Phase II

Deliverable 101.2.2 - CMO Document Conversion – Revised (San Francisco Regional Office)

Feb 14th, 2003

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Executive Overview

- A key objective of task order 101 was to export images contained within the PaperMaster system and convert them into searchable electronic images and store them in the current ERM solution used by FSA users.

- As part of this initiative, it was also decided to deploy a go-forward solution for CMO users at the San Francisco regional office.

- All scanned paper can be securely accessed via Internet by Case Management & Oversight users located in Washington D.C. and all 10 FSA regional offices.

- Selected highlights of the overall backfile conversion effort that concluded successfully on 1/31/03 are presented below.

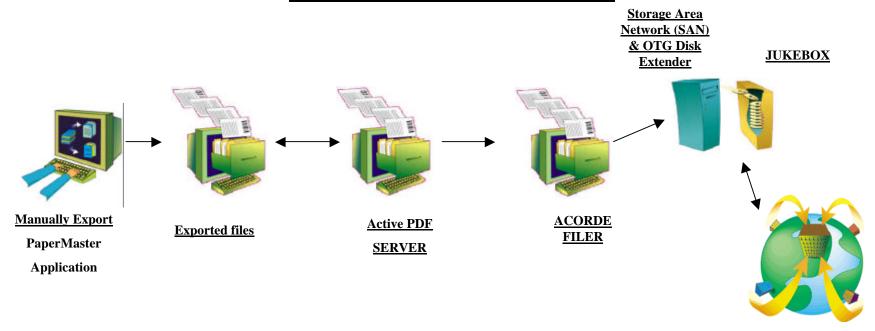|	
FSA Channel Impacted:	Schools
Key Organizations Impacted:	Case Management & Oversight and Document Receipt and Control Center.
Start Date:	November 2002
End Date:	January 31, 2003
Number of Documents:	4756
Total Pages Converted:	32,215

Electronic File Conversion Process

The overall conversion process included the following major activities:

1.   Manually exporting all Image and index files from PaperMaster system.

     – Each file and each document contained within was exported from their folders to a local hard drive. These documents were exported in their original TIFF format.

     – Using the the index information contained in PaperMaster, each of the newly created files was named using the following nomenclature
        • Entity ID_Subfolder_Doc Type_ANC-PRCN_RecDate_Original Date_…etc.

2.   Using a software package called "Active PDF" we developed the following conversion utilities:

     – Utility to read the index file and convert it to an Acorde compliant format.
        • Entity ID|Subfolder|Doc Type|ANC/PRCN|RecDate|Original Date|…etc.

     – Utility to convert the single page TIFF images (exported from PaperMaster) to a multi-page PDF document.

3.   Verification of converted pages and index information.

4.   Correction of any image files that failed to convert and reprocessing these files.

5.   Importing verified, converted images into Acorde system.

Electronic File Conversion Technology Infrastructure

An overview of the technology infrastructure used for back-file conversion.

RRMC's St. Paul, MN Data Center

Storage Area Network (SAN) & OTG Disk Extender

JUKEBOX

Manually Export

PaperMaster

Application

Exported files

Active PDF

SERVER

ACORDE FILER

INTERNET ACCESS

Acorde

- • Create Image and index files from PaperMaster
- • Save files with Index information to local Hard Drive
- • Active PDF reads directory and converts images to PDF
- • Active PDF creates Acorde index file
- • Active PDF moves converted images and index file to Acorde

- • Store images on Magnetic drives and SAN
- • Write images to Optical disks for DRP
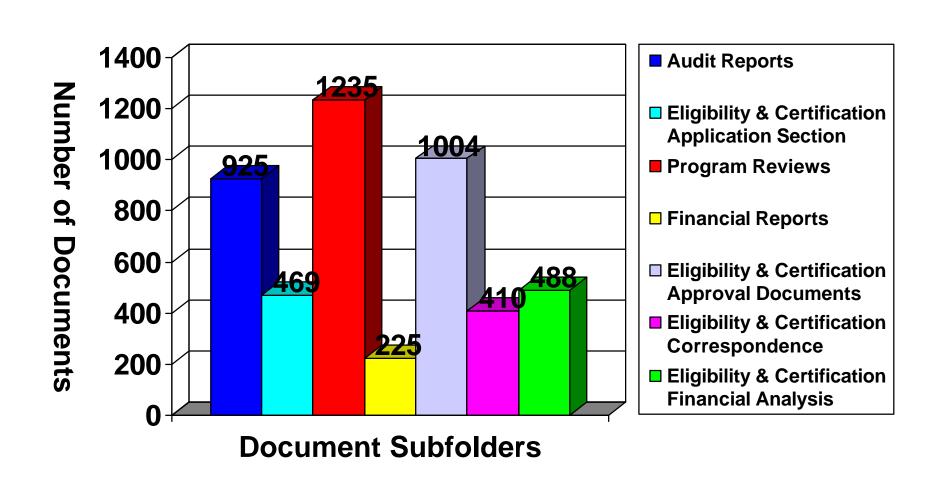- • User access provided to images over a secure Internet connection.

Quality Considerations

➢ Manually exporting images and indexing these, prior to conversion.

➢ Creation of a conversion utility utilizing Active PDF to convert TIFF images to PDF.

➢ Developing an utility to read the index information and create an Acorde compatible file.

➢ Utilizing a process to monitor conversion problems and implementing steps to correct these and re-file batch.

➢ Developed an Acorde filer profile that read and converted the indexing codes to standard document types and folder names to eliminate data entry problems.

➢ Hands-on verification of all electronic documents to ensure that they were exported, converted and imported successfully into Acorde system.

Training & Deployment - Key Milestones

➢ Installation and testing of scanning and indexing workstation completed - 11/20/02.

➢ Training of CMO staff on scanner maintenance, usage and indexing completed - 11/21/02.

➢ Development of PDF conversion utility completed - 1/04/03.

➢ Program testing completed - 01/13/03.

➢ Conversion of PaperMaster files completed - 01/21/03.

➢ Images imported into Acorde solution - 01/29/03.

➢ Verification process completed - 01/30/03.

➢ Images available for access to all FSA Acorde- registered users - 01/31/03